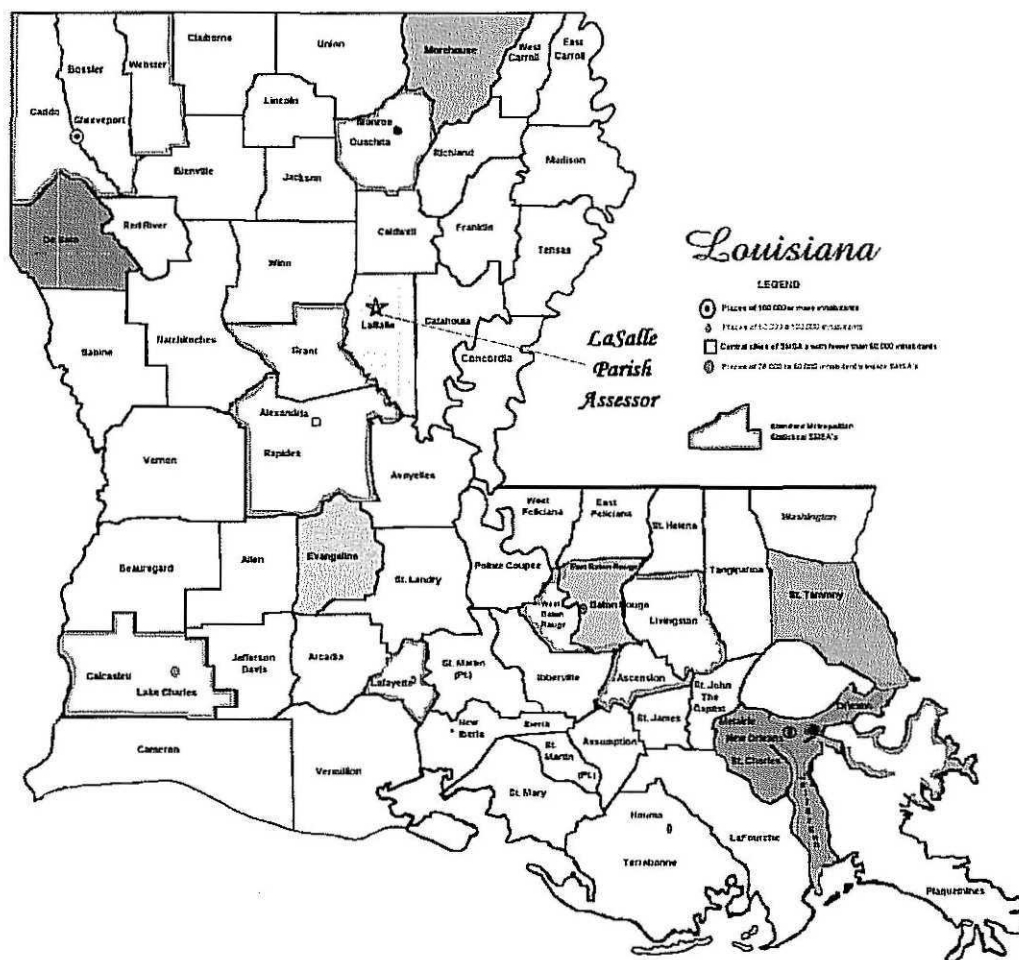


**LASALLE PARISH ASSESSOR**

**Financial Statements &  
Supplemental Financial Information**

**December 31, 2012**

# LASALLE PARISH ASSESSOR STATE OF LOUISIANA



## \* LaSalle Parish Assessor

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a four-year term. The Assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The Assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniarily responsible for the actions of the deputies.

**LaSalle Parish Assessor  
Jena, Louisiana**

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December 31, 2012**

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## MEMBERS

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Certified Public Accountants

Society of Louisiana  
Certified Public Accountants

### INDEPENDENT AUDITOR'S REPORT

Honorable Tom Kendrick  
LaSalle Parish Assessor  
Jena, Louisiana

#### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities of the LaSalle Parish Assessor, a component unit of the LaSalle Parish Police Jury, as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the LaSalle Parish Assessor's basic financial statements as listed in the table of contents.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the LaSalle Parish Assessor, as of December 31, 2012, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplemental information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, are required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the LaSalle Parish Assessor's basic financial statements. The accompanying supplementary schedules and statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 15, 2013, on our consideration of the LaSalle Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the LaSalle Parish Assessor's internal control over financial reporting and compliance.

## *The Vercher Group*

Jena, Louisiana  
June 15, 2013

**Management's Discussion  
& Analysis  
(MD&A)**

# LaSalle Parish Assessor

PO Box 400

Jena, LA 71342

Telephone: (318) 992-8256

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## MANAGEMENT'S DISCUSSION & ANALYSIS

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As management of the LaSalle Parish Assessor, we offer readers of the LaSalle Parish Assessor's financial statements this narrative overview and analysis of the financial activities of the LaSalle Parish Assessor for the fiscal year ended December 31, 2012. We encourage readers to consider the information presented here in conjunction with the LaSalle Parish Assessor's financial statements.

The Management's Discussion and Analysis (MD&A) is an element of the new reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments issued June 1999. Certain comparative information between the current year and the prior year is required to be presented in the MD&A.

### FINANCIAL HIGHLIGHTS

- The assets of the LaSalle Parish Assessor exceeded its liabilities at the close of the most recent fiscal year by \$553,854 (*net position*). Of this amount, \$379,467 (*unrestricted net position*) may be used to meet the government's ongoing obligations to citizens and creditors.
- The LaSalle Parish Assessor had total revenues of \$826,312, which is a \$138,149 increase from last year.
- The LaSalle Parish Assessor had total expenditures of \$754,443, which is a \$55,526 decrease from last year.

### OVERVIEW OF THE FINANCIAL STATEMENTS

Management's Discussion and Analysis is intended to serve as an introduction to the LaSalle Parish Assessor's basic financial statements. In accordance with GASB No. 34, the LaSalle Parish Assessor's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements.

**Government-Wide Financial Statements.** The government-wide financial statements of the Assessor report information about the Assessor using accounting methods similar to those used by private sector companies. They present the financial picture of the Assessor from an economic resources measurement focus using the accrual basis of accounting. These statements include all assets of the Assessor (including capital assets) as well as all liabilities (including long-term obligations).

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## MD&A

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The *Statement of Net Position* presents information on all of the Assessor's assets and liabilities, with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Assessor is improving or deteriorating.

The *Statement of Activities* presents the current year's revenues and expenses and other information showing how the Assessor's net position changed during the year. The change in net position is reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Assessor, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Assessor are categorized as governmental funds.

*Governmental Funds.* Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as, on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Assessor maintains one individual governmental fund - the general fund. The Assessor adopts an annual appropriated budget for the general fund, and a budgetary comparison schedule is provided for the general fund to demonstrate compliance with this budget.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Supplemental Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Assessor's budget presentation. The general fund's budgetary comparison schedule is included as "required supplementary information." Required supplementary information is information that the accounting rules strongly suggest be presented within the Assessor's financial report. This schedule demonstrates compliance with the Assessor's adopted and final revised budget.

## MD&A

### USING THIS ANNUAL REPORT

The LaSalle Parish Assessor's annual report consists of financial statements that show information about the LaSalle Parish Assessor's fund, an enterprise fund.

Our auditor has provided assurance in his independent auditor's report, located immediately preceding this Management's Discussion and Analysis, that the Basic Financial Statements are fairly stated. Varying degrees of assurance are being provided by the auditor regarding the other information included in this report. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts of this report.

**Table 1**  
**Balance Sheet**

The following table represents a Comparative Statement of Net Position as of December 31, 2012:

	<u>2011</u>	<u>2012</u>	<u>% Change</u>
<b>Assets</b>			
Cash & Cash Equivalents	\$ 24,607	\$ -0-	-100.0
Taxes Receivable	579,169	649,386	12.1
Capital Assets, Net of Accumulated Depreciation	186,906	174,387	-6.7
<b>Total Assets</b>	<u>790,682</u>	<u>823,773</u>	4.2
<b>Liabilities</b>			
Bank Overdraft	-0-	30,565	100.0
Accounts, Salaries, & Other Payables	77,835	21,011	-73.0
Postemployment Benefit Obligation	136,060	218,343	60.5
Notes Payable-Current	10,136	-0-	-100.0
<b>Total Liabilities</b>	<u>224,031</u>	<u>269,919</u>	20.5
<b>Net Position</b>			
Invested in Capital Assets, Net of Related Debt	176,770	174,387	-1.4
Unrestricted	389,881	379,467	-2.7
<b>Total Net Position</b>	<u>\$ 566,651</u>	<u>\$ 553,854</u>	-2.3

- Total assets increased by \$33,091 or 4.2% from last year. The primary reason for this increase is due to an increase in taxes receivables in the amount of \$70,217.
- Total liabilities increased by \$45,888 or 20.5%. The primary reasons for this change are due to an increase of postemployment benefit obligation in the amount of \$82,283 and bank overdrafts in the amount of \$30,565.

## MD&A

**Table 2**  
**Changes in Fund Balance**

The following table represents a Comparative Statement of Revenues, Expenditures, and Changes in Fund Balance for the year ended December 31, 2012:

	2011	2012	% Change
<b>General Revenues:</b>			
Ad Valorem Taxes	\$ 597,606	\$ 728,687	21.9
State Revenue Sharing	47,862	1,701	-96.5
Intergovernmental	35,480	32,280	-9.0
Other Income	7,215	63,644	782.1
<b>Total Revenues</b>	<u>688,163</u>	<u>826,312</u>	20.1
<b>Expenses:</b>			
General & Administrative	593,063	571,581	-3.6
Insurance	76,084	6,648	-91.3
Office Expense	47,710	33,859	-29.0
Capital Expenses	56,719	17,450	-69.2
Other Expenses	36,393	124,905	243.2
<b>Total Expenditures</b>	<u>809,969</u>	<u>754,443</u>	-6.9
 Increase (Decrease) in Fund Balances	 <u>(121,806)</u>	 <u>71,869</u>	 159.0
 <b>Beginning Fund Balances</b>	 \$ 647,747	 \$ 525,941	 -18.8
<b>Ending Fund Balances</b>	<u>\$ 525,941</u>	<u>\$ 597,810</u>	13.7

- Total revenues increased by \$138,149 or 20.1%. The primary reason for this increase is because of an increase in ad valorem taxes in the amount of \$131,081.
- Total expenses decreased by \$55,526 or 6.9%. The primary reasons for this decrease are due to a decrease in insurance in the amount of \$69,436 and a decrease in general and administrative expenses in the amount of \$21,482.

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## MD&A

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### CAPITAL ASSETS

#### *Capital Assets*

At December 31, 2012, the LaSalle Parish Assessor had \$174,387 invested in capital assets, including furniture and equipment.

#### Capital Assets at Year-End

	2011	2012
Furniture & Equipment	\$ 303,360	\$ 320,810
Accumulated Depreciation	(116,454)	(146,423)
<b>Capital Assets, Net of Accumulated Depreciation</b>	<b>\$ 186,906</b>	<b>\$ 174,387</b>

### CONTACTING THE LASALLE PARISH ASSESSOR'S FINANCIAL MANAGEMENT

Our financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the LaSalle Parish Assessor's finances and to show the LaSalle Parish Assessor's accountability for the money it receives. If you have questions about this report or wish to request additional financial information, contact the LaSalle Parish Assessor's Office, PO Box 400, Jena, Louisiana 71342, telephone number (318) 992-8256.

## **Basic Financial Statements**



**LaSalle Parish Assessor  
Jena, Louisiana  
Statement of Net Position  
December 31, 2012**

<b>ASSETS</b>	<b>GOVERNMENTAL ACTIVITIES</b>
Cash & Cash Equivalents	\$ -0-
Taxes Receivable	586,703
Other Receivable	62,683
Capital Assets, Net of Accumulated Depreciation	174,387
<b>TOTAL ASSETS</b>	<b>823,773</b>
<b>LIABILITIES</b>	
Bank Overdraft	30,565
Accounts Payable	7,718
Payroll & Related Taxes Payable	13,293
Postemployment Benefit Obligation	218,343
<b>TOTAL LIABILITIES</b>	<b>269,919</b>
<b>NET POSITION</b>	
Invested in Capital Assets, Net of Related Debt	174,387
Unrestricted	379,467
<b>TOTAL NET POSITION</b>	<b>\$ 553,854</b>

The accompanying notes are an integral part of the financial statements.

**LaSalle Parish Assessor  
Jena, Louisiana  
Statement of Activities  
Year Ended December 31, 2012**

<u>FUNCTIONS/PROGRAMS</u>	<u>EXPENSES</u>	<u>CHARGES FOR SERVICES</u>	<u>CAPITAL GRANTS</u>	<u>NET (EXPENSE) REVENUE</u>
Governmental Activities				
General Government	\$ (838,759)	\$ -0-	\$ -0-	\$ (838,759)
Interest on Debt	(260)	-0-	-0-	(260)
Total Governmental Activities	<u>\$ (838,759)</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ (839,019)</u>
<b>REVENUES</b>				
				728,687
				1,701
				32,280
				63,644
				<u>826,312</u>
<b>CHANGE IN NET POSITION</b>				(12,707)
<b>NET POSITION – BEGINNING OF YEAR</b>				566,561
<b>NET POSITION – END OF YEAR</b>				<u>\$ 553,854</u>

The accompanying notes are an integral part of the financial statements.

**LaSalle Parish Assessor  
Jena, Louisiana  
Balance Sheet – Governmental Funds  
December 31, 2012**

	<b>GENERAL FUND</b>
<b>ASSETS</b>	
Cash & Cash Equivalents	\$ -0-
Taxes Receivable	586,703
Other Receivables	<u>62,683</u>
<b>TOTAL ASSETS</b>	<u><u>649,386</u></u>
 <b>LIABILITIES &amp; FUND BALANCE</b>	
<b>LIABILITIES</b>	
Bank Overdraft	30,565
Accounts Payable	7,718
Payroll & Related Taxes	<u>13,293</u>
<b>TOTAL LIABILITIES</b>	<u>51,576</u>
 <b>FUND BALANCES</b>	
Unassigned	<u>597,810</u>
<b>TOTAL FUND BALANCES</b>	<u><u>597,810</u></u>
 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	 \$ <u><u>649,386</u></u>

The accompanying notes are an integral part of the financial statements.

**LaSalle Parish Assessor  
Jena, Louisiana  
Reconciliation of the Balance Sheet – Governmental Funds  
to the Statement of Net Position  
Year Ended December 31, 2012**

Total fund balance-governmental funds			\$	597,810
Amounts reported for governmental activities in the Statement of Net Position are different because:				
<i>Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the balance sheet- governmental funds.</i>				
				174,387
<i>Long-term liabilities including bonds payable are not due and payable in the current period and, therefore, are not reported in the governmental funds.</i>				
	OPEB Liability	(218,343)		
	Notes Payable	<u>-0-</u>		
				<u>(218,343)</u>
Total net position of governmental activities			\$	<u>553,854</u>

The accompanying notes are an integral part of the financial statements.

**LaSalle Parish Assessor  
Jena, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balance  
Year Ended December 31, 2012**

	<b>GENERAL FUND</b>
<b>REVENUES</b>	
Ad Valorem Taxes	\$ 728,687
Federal Revenue Sharing	1,701
State Revenue Sharing	32,280
Other Income	63,075
<b>TOTAL REVENUES</b>	<u>825,743</u>
<b>EXPENDITURES</b>	
Salaries & Related Benefits	548,770
Contract Labor	22,811
Office Expense	33,859
Travel	24,047
Repair & Maintenance	1,400
Insurance	6,648
Utilities	4,394
Legal & Accounting	68,889
Miscellaneous	6,339
Capital Expenses	17,450
Lease Expense	9,610
Debt Service	10,226
<b>TOTAL EXPENDITURES</b>	<u>754,443</u>
<b>EXCESS (DEFICIENCY) OF REVENUES &amp; OTHER SOURCES OVER (UNDER) EXPENDITURES &amp; OTHER USES</b>	<u>71,300</u>
<b>OTHER FINANCING SOURCES (USES)</b>	
Interest Income	569
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>569</u>
<b>NET CHANGE IN FUND BALANCE</b>	71,869
<b>FUND BALANCE – BEGINNING OF YEAR</b>	525,941
<b>FUND BALANCE – END OF YEAR</b>	\$ <u>597,810</u>

The accompanying notes are an integral part of the financial statements.

**LaSalle Parish Assessor  
Jena, Louisiana  
Reconciliation of the Statement of Revenues, Expenditures, & Changes in Fund Balances  
of Government Funds to the Statement of Activities  
Year Ended December 31, 2012**

Net Change in Fund Balance- total governmental funds \$ 71,869

Amounts reported for governmental activities in the Statement of  
Activities are different because:

Governmental funds report capital outlays as expenditure. However, in  
the Statement of Activities, the cost of those assets is allocated over  
their estimated useful lives and reported as depreciation expense.  
This is the amount which capital outlays exceeded depreciation in the  
current period.

Capital Outlay	17,450	
Depreciation	<u>(29,969)</u>	
		(12,519)

The issuance of long-term debt (bonds, leases, etc.) provides current  
financial resources to governmental funds, while the repayment of the  
principal of long-term debt consumes the current financial resources  
of governmental funds. Neither transaction, however, has any effect  
on net position. Also, governmental funds report the effect of issuance  
costs premiums, discounts, and similar items when debt is issued,  
whereas these amounts are deferred and amortized in the statement of  
activities. This amount is the net effect of these differences in the  
treatment of long-term debt and related items.

OPEB Liability	(82,283)	
Principal Paid	<u>10,226</u>	
		<u>(72,057)</u>

Changes in net position of governmental activities \$ (12,707)

The accompanying notes are an integral part of the financial statements.

**Notes to the Basic Financial  
Statements**

**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**INTRODUCTION**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a four-year term. The Assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The Assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniarily responsible for the actions of the deputies.

The Assessor's office is located in the LaSalle Parish Courthouse in Jena, Louisiana. The Assessor employs five employees, including four deputies. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

**1. SUMMARY OF SIGNIFICANT POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying basic financial statements of the LaSalle Parish Assessor have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis—for State and Local Governments*, issued in June 1999. Certain of the significant changes in the Statement include the following:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Assessor's overall financial position and results of operations;
- Financial statements prepared using full accrual accounting for all of the Assessor's activities; and
- A change in the fund financial statements to focus on the major funds.



**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)**

**B. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the LaSalle Parish Police Jury is the financial reporting entity for LaSalle Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the LaSalle Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:
  - a. The ability of the police jury to impose its will on that organization and/or;
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the LaSalle Parish Courthouse in which the Assessor's office is located, the Assessor was determined to be a component unit of the LaSalle Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the police jury, the general government services provided by the police jury, or the other governmental units that comprise the financial reporting entity.

**C. FUND ACCOUNTING**

The Assessor uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain Assessor functions or activities. A fund is a separate fiscal and accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures.

**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)**

Governmental funds account for all or most of the Assessor's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Assessor. The following are the Assessor's governmental funds:

**General Fund** - The primary operating fund of the Assessor, it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the Assessor's policy.

**D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING**

**Fund Financial Statements (FFS)**

The amounts reflected in the General Fund of the Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Assessor's operations. (See the reconciliation statements).

The amounts reflected in the General Fund of Statements in the FFS use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Assessor considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

***Revenues***

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)**

Fees for preparing tax rolls are recorded in the year prepared. Interest income on time deposits is recorded when the time deposits have matured. Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes, state revenue sharing, and fees for preparing tax rolls have been treated as susceptible to accrual.

***Expenditures***

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

**Government-Wide Financial Statements (GWFS)**

The Statement of Net Position and the Statement of Activities display information about the Assessor as a whole. These statements include all the financial activities of the Assessor. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

***Program Revenues*** - Program revenues included in the Statement of Activities are derived directly from the Assessor's users as a fee for services; program revenues reduce the cost of the function to be financed from the Assessor's general revenues.

**Impact of Recently Issued Accounting Principles**

In December 2010, the GASB issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. GASBS No. 62 incorporates into the GASB's authoritative literature certain accounting and financial reporting guidance that is included in the following pronouncements issued on or before November 30, 1989, which does not conflict with or contradict GASB pronouncements: Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins of the American Institute of Certified Public Accountants' (AICPA) Committee on Accounting Procedure. This Statement is effective for periods beginning after December 15, 2011, and has been implemented in fiscal year 2012. The adoption of GASBS No. 62 does not have any impact on the Assessor's financial statements.

**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)**

In June 2011, the GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. GASBS No. 63 provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. The Statement of Net Assets is renamed the Statement of Net Position and includes the following elements: assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. This Statement is effective for periods beginning after December 15, 2011, and has been implemented in fiscal year 2012. The adoption of GASBS No. 63 does not have any impact on the Assessor's financial statements.

**E. BUDGETS**

Budgets for the LaSalle Parish Assessor are adopted on a basis consistent with U.S. generally accepted accounting principles. The proposed budget, prepared on the modified accrual basis of accounting, for fiscal year December 31, 2012, was completed, published, and made available for public inspection. The budget was legally adopted and amended, as necessary, by the LaSalle Parish Assessor following the public hearing. All expenditure appropriations lapse at year end. The LaSalle Parish Assessor has sole authority to make changes or amendments within various budget classifications.

**F. DEPOSITS AND INVESTMENTS**

The LaSalle Parish Assessor's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the LaSalle Parish Assessor's investment policy allow the LaSalle Parish Assessor to invest in collateralized certificate of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

Investments (bank certificate of deposits in excess of 90 days) for the LaSalle Parish Assessor are reported at fair value.

**G. RECEIVABLES AND PAYABLES**

All trade and other receivables are shown net of an allowance for uncollectables.

**H. CAPITAL ASSETS**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. Approximately 9% of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 91% are based on actual historical costs. The assessor maintains a threshold level of \$250 or more for capitalizing capital assets.

**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)**

Capital assets and related expenses are recorded in the Statement of Net Position and Statement of Activities, respectively, but are not reported in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Equipment	5-10 years
Furniture	5-10 years
Vehicles	7 years

**I. ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

**J. EMERGENCY & VACATION LEAVE**

Employees of the Assessor's office earn six days of emergency leave each year. Emergency leave is used for personal illness, family illness, and other personal problems. Unused emergency leave in the current year converts to vacation leave in the following year. Employees are not paid for unused emergency leave upon resignation or retirement. In addition to unused emergency leave, employees of the Assessor's office earn vacation leave at varying rates, depending on their length of service. Vacation leave is not cumulative from year to year, and employees are not paid for unused vacation leave upon resignation or retirement. At December 31, 2012, there are no accumulated and vested benefits relating to emergency and vacation leave that require accrual or disclosure.

**K. RISK MANAGEMENT**

The Assessor is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the Assessor maintains commercial insurance policies covering: automobile liability, medical payments, uninsured motorist, and collision; surety bond coverage; and property insurance on the contents of his office in the LaSalle Parish Courthouse. No claims were paid on any of the policies during the past three years that exceeded the policies' coverage amount.



**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)**

**2. CASH AND INVESTMENTS (CD'S IN EXCESS OF 90 DAYS)**

At December 31, 2012, the LaSalle Parish Assessor had cash and investments (bank balances) totaling \$2,756 as follows:

General Account	\$	2,763
Salary Account (Bank Overdraft)		(7)
<b>Total</b>	\$	<u>2,756</u>

These deposits are stated at cost, which approximated market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

***Deposits***

It is the Entity's policy for deposits to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The Entity's deposits are categorized to give an indication of the level of risk assumed by the Entity at year end. The categories are described as follows:

- **Category 1** – Insured or collateralized with securities held by the Entity or by its agent in the Entity's name.
- **Category 2** – Collateralized with securities held by the pledging financial institution's trust department or agent in the Entity's name.
- **Category 3** – Uncollateralized.

Amounts on deposit are secured by the following pledges:

<u>Description</u>	<u>Market Value</u>
FDIC (Category 1)	\$ 2,756
Securities (Category 2)	-0-
<b>Total</b>	\$ <u>2,756</u>

Deposits were fully secured as of December 31, 2012.

**3. RECEIVABLES**

The receivables of \$649,386 at December 31, 2012, are as follows:

Ad Valorem Taxes Receivable	\$	586,703
Intergovernmental Receivable		62,683
<b>Total</b>	\$	<u>649,386</u>

Allowance for uncollectible taxes is considered immaterial, thus, is not presented.

**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)**

**4. AD VALOREM TAXES**

The Assessor levies taxes on real and business personal property located within its boundaries. The LaSalle Parish Sheriff bills and collects property taxes.

<b>Property Tax Calendar</b>	
Assessment Date	January 1
Levy Date	No Later Than June 1
Tax Bills Mailed	On Or About October 15
Total Taxes Are Due	December 31
Penalties And Interest Are Added	January 1
Lien Date	January 1

The following is a summary of authorized and levied ad valorem taxes:

	<b>Authorized Millage</b>	<b>Levied Millage</b>	<b>Expiration Date</b>	<b>Assessed Value</b>	<b>Total Tax</b>
Assessor District	8.00	8.00	N/A	\$73,337,934	\$758,165

**5. ACCOUNTS, SALARIES AND OTHER PAYABLES**

The payables of \$21,011 at December 31, 2012, are as follows:

Accounts Payable	\$	7,718
Payroll & Related Taxes Payable		13,293
<b>Total</b>	<b>\$</b>	<b><u>21,011</u></b>

**6. LONG-TERM OBLIGATIONS**

**Truck Lease (Enterprise Fund)**

Truck Lease dated 2/10/10; due in monthly installments of \$945.02 through 11/11/12; interest at 5.0%.

The following is a summary of payable transactions of the LaSalle Parish Assessor's Office for the year ended December 31, 2012.

	<b>Capital Lease</b>
Beginning - Bonds & Notes Payable	\$ 10,226
Additions	-0-
Reductions	(10,226)
Ending - Bonds & Notes Payable	<b><u>\$ -0-</u></b>

**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)**

**7. OPERATING LEASE**

MID South Fleet- Lease purchase for a 2012 Chevrolet Avalanche truck in the amount of \$35,896 payable in 24 monthly installments of \$873.68 beginning November 2011 and ending November 2012; interest at 6.5%. Operating leases do not give rise to property rights or lease obligations, and therefore, the result of the lease agreements are not reflected in the account groups.

	<b>Operating Lease</b>
2012	\$ 9,610
2013	-0-
<b>Total</b>	<b>\$ 9,610</b>

**8. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2012, for the LaSalle Parish Assessor is as follows:

	<b>Beginning of Period</b>	<b>Additions</b>	<b>Deletions/ Transfers</b>	<b>End of Period</b>
Equipment & Furniture	\$ 303,360	\$ 17,450	\$ -0-	\$ 320,810
Less Accumulated Depreciation:	(116,454)	(29,969)	-0-	(146,423)
<b>Total Assets Being Depreciated, Net</b>	<b>\$ 186,906</b>	<b>\$ (12,519)</b>	<b>\$ -0-</b>	<b>\$ 174,387</b>



**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)**

**9. PENSION PLANS**

Substantially all employees of the LaSalle Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a multiple-employer (cost-sharing), defined benefit plan administered by a separate board of trustees.

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the system. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3.33 per cent of their final-average salary for each year of credited service rendered, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement System, 3060 Valley Creek Road, Baton Rouge, Louisiana 70898, or by calling (225) 928-8886.

Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the Assessor is required to contribute at an actuarially determined rate. The current rate is 13.5 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the LaSalle Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:104, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The LaSalle Parish Assessor's contributions to the System for the year ending December 31, 2012 was \$81,776, equal to the required contributions for the year.

**10. EXPENDITURES OF THE ASSESSOR'S OFFICE PAID BY THE POLICE JURY**

The LaSalle Parish Assessor's Office is located in the LaSalle Parish Courthouse. The cost of maintaining and operating the Courthouse, as required by Louisiana Revised Statute 33:4713, is paid by the LaSalle Parish Police Jury.

**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)**

**11. DEFERRED COMPENSATION PLAN**

All of the employees of the LaSalle Parish Assessor are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 20% of their salary (not to exceed \$8,000 a year) to the plan on a pre-tax basis. The contributions are withheld from the employees' paycheck. The contributions are fully vested immediately and are remitted to a third-party administrator each pay period, where they are deposited to an account in the employee's name. The LaSalle Parish Assessor does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. The Assessor's Office made matching contributions to the plan in the amount of \$4,583 for the year.

**12. NET OTHER POSTEMPLOYMENT BENEFIT (OPEB) OBLIGATION (POSITION)  
FOR THE YEAR ENDED DECEMBER 31, 2012**

The following table shows the calculation of the Annual Required Contribution and Net OPEB Obligation. The final ARC will be dependent on the discount rate selected and the end of year Net OPEB obligation will need to reflect actual contributions.

	<b>FYE 12/31/12</b>
<b>Discount Rate</b>	<b>4.00%</b>
 <b>Determination of Annual Required Contribution</b>	
Normal Cost at Fiscal Year End	\$ 63,696
Amortization of UAAL	54,103
Annual Required Contribution (ARC)	117,799
 <b>Determination of Net OPEB Obligation</b>	
Annual Required Contribution	117,799
Interest on Prior Year Net OPEB Obligation	5,442
Adjustment to ARC	(8,332)
Annual OPEB Cost	114,909
Assumed Contributions Made	(32,626)
Estimated Increase in Net OPEB Obligation	82,283
 Net OPEB Obligation – Beginning of Year	136,060
Estimated Net OPEB Obligation – End of Year	\$ 218,343

**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)**

The following table shows the estimated annual OPEB cost and net OPEB obligation for the prior 2 years assuming the plan is not prefunded (4% discount rate):

<b>Fiscal Year Ended</b>	<b>Discount Rate</b>	<b>Annual OPEB Cost</b>	<b>Percentage of OPEB Cost Contributed</b>	<b>Net OPEB Obligation</b>
12/31/2010	4.00%	76,025	41.0%	\$97,169
12/31/2011	4.00%	75,221	48.3%	\$136,060
12/31/2012	4.00%	114,909	28.4%	\$218,343

**13.    EXPENDITURES IN EXCESS OF APPROPRIATIONS**

The Assessor's office overspent its budget by \$142,443 or 23.3% during the year.

**Required Supplementary Information**

**LaSalle Parish Assessor  
Jena, Louisiana  
Schedule of Funding Progress  
Year Ended December 31, 2012**

<b>Actuarial Valuation Date</b>	<b>Actuarial Value Of Assets</b>	<b>Discount Rate</b>		<b>Actuarial Accrued Liabilities (AAL) <sup>(1)</sup></b>	<b>Unfunded Actuarial Accrued Liabilities (UAAL) <sup>(2)</sup></b>	<b>Funded Ratio</b>
January 1, 2010	0	4.00%	\$	745,751	\$ 745,751	0.0%
January 1, 2011	0	4.00%		745,751	745,751	0.0%
January 1, 2012	0	4.00%	\$	883,470	\$ 883,470	0.0%

<sup>(1)</sup> Actuarial Accrued Liability determined under the projected unit credit cost method.

<sup>(2)</sup> Actuarial Accrued Liability less Actuarial Value of Assets.

The accompanying notes are an integral part of the financial statements.

**LaSalle Parish Assessor  
Jena, Louisiana  
General Fund  
Budgetary Comparison Schedule  
Year Ended December 31, 2012**

	<b>BUDGETED AMOUNTS</b>			<b>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</b>
	<b>ORIGINAL</b>	<b>FINAL</b>	<b>ACTUAL</b>	
<b>REVENUES</b>				
Ad Valorem Taxes	\$ 580,000	\$ 580,000	\$ 728,687	\$ 148,687
State Revenue Sharing	20,000	20,000	1,701	(18,299)
Other Income	2,000	2,000	32,849	30,849
Intergovernmental	-0-	-0-	63,075	63,075
<b>TOTAL REVENUES</b>	<u>602,000</u>	<u>602,000</u>	<u>826,312</u>	<u>224,312</u>
<b>EXPENDITURES</b>				
Salaries & Related Benefits	445,000	445,000	548,770	(103,770)
Contract Labor	-0-	-0-	22,811	(22,811)
Office Expense	76,000	76,000	33,859	42,141
Travel	35,000	35,000	24,047	10,953
Repair & Maintenance	-0-	-0-	1,400	(1,400)
Insurance	-0-	-0-	6,648	(6,648)
Utilities	-0-	-0-	4,394	(4,394)
Legal & Accounting	-0-	-0-	68,889	(68,889)
Miscellaneous	-0-	-0-	6,339	(6,339)
Lease Expense	-0-	-0-	9,610	(9,610)
Debt Service	-0-	-0-	10,226	(10,226)
Capital Outlay	56,000	56,000	17,450	38,550
<b>TOTAL EXPENDITURES</b>	<u>612,000</u>	<u>612,000</u>	<u>754,443</u>	<u>(142,443)</u>
<b>Net Change in Fund Balance</b>	\$ <u>(10,000)</u>	\$ <u>(10,000)</u>	\$ 71,869	\$ <u>81,869</u>
<b>FUND BALANCE – BEGINNING</b>			525,941	
<b>FUND BALANCE – END</b>			<u>\$ 597,810</u>	

The accompanying notes are an integral part of the financial statements.



## **Other Reports**

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### **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Tom Kendrick  
LaSalle Parish Assessor  
Jena, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of the LaSalle Parish Assessor, as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the LaSalle Parish Assessor's basic financial statements, and have issued our report thereon dated June 15, 2013.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the LaSalle Parish Assessor's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the LaSalle Parish Assessor's internal control. Accordingly, we do not express an opinion on the effectiveness of the LaSalle Parish Assessor's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the LaSalle Parish Assessor's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed the following instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. **(2012-C-1 Adequate Documentation of Expenditures; 2012-C-2 Utilizing Credit Card Points for Personal Items; 2012-C-3 Budget Variances; 2012-C-4 Accrued Leave Paid in Excess of Statutory Salary)**

The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under Government Auditing Standards and which are described in the accompanying Schedule of Findings and Questioned Costs.

### **LaSalle Parish Assessors Response to Findings**

The LaSalle Parish Assessor's response to the findings identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The LaSalle Parish Assessor's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the audit committee, management, federal awarding agencies and Legislative Auditor's Office and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a public document and its distribution is not limited.

*The Vercher Group*

Jena, Louisiana  
June 15, 2013

## SCHEDULE OF FINDINGS AND QUESTIONED COST DECEMBER 31, 2012

Section I - Summary of Auditor's Results

**LASALLE PARISH ASSESSOR  
STATE OF LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST  
(CONTINUED)  
DECEMBER 31, 2012**

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**Section II Financial Statement Findings**

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**2012-C-1 Adequate Documentation of Expenditures**

*Condition:* In a testing of a random sample of expenditures, the auditor found that 5 expenditures or 16% of items tested lacked adequate documentation.

*Criteria:* All government expenditures should be supported with documentation that describes the expenditure and the business purpose.

*Cause of Condition:* Change of administration and misplaced or loss of documents.

*Potential Effect of Condition:* Compliance violation.

*Recommendation:* All expenditures should be adequately documented as to the reason and business purpose of the expenditure.

*Client Response:* The administration will document all expenditures as to the reason and business purpose of the expenditure.

**2012-C-2 Utilizing Credit Card Points For Personal Items**

*Condition:* During interviews with district employees, the auditor found that the previous assessor had utilized the office's credit card points for a coffee maker and an Apple ipad 4<sup>th</sup> Gen 16gb WIFI valued at approximately \$525 and shipped to his personal address after leaving office.

*Criteria:* Article VII, Section 14 of the 1974 Louisiana Constitution states, in part, that no property or things of value are loaned, pledged, or granted to anyone.

*Cause of Condition:* Utilizing the office's credit card points for items for personal use.

*Potential Effect of Condition:* Compliance violation.

*Recommendation:* The office should discontinue utilizing credit card points for any reason except for office purchases.

*Client Response:* The Assessor and employees of the office will discontinue utilizing credit card points for any reason except for office purchases.

**LASALLE PARISH ASSESSOR  
STATE OF LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST  
DECEMBER 31, 2012**

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**Section II Financial Statement Findings (continued....)**

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**2012-C-3 Budget Variances**

*Condition:* The Assessor's office had an unfavorable expenditure amended budget variance of \$142,443 or 23.3% in its general fund.

*Criteria:* The State Budget Act requires governments amend their budgets when revenues fall below budgeted amounts by more than 5% or when expenditures exceed 5% of appropriations.

*Cause of Condition:* Not amending the budget.

*Potential Effect of Condition:* Compliance violation.

*Effect of Condition:* Violation of the budget act

*Recommendation:* The entity should begin monitoring revenues and expenditures to determine if the budget should be amended.

*Client Response:* Discussed with the Assessor and he agreed to monitor revenues and expenditures to determine when and if the budget should be amended.

**2012-C-4 Accrued Leave Paid In Excess Of Statutory Salary**

*Condition:* In 2012 the Assessor was paid \$2,600 for accrued vacation time at year end. The total statutory allowed annual compensation which includes the statutory base pay, certification pay, and personal expense allowance is \$123,926. Total annual compensation paid for 2012 to the Assessor was \$126,526.

*Criteria:* While there is no AG opinion directly addressing accrued leave, there are AG opinions that say in part "it is axiomatic that, if the maximum salary and/or per diem of a public official or employee is fixed by statute, that salary and/or per diem constitutes the maximum that can be received by the official or employee, in absence of legislation providing otherwise". #11-0186, 06-0114

*Cause of Condition:* Payment of accrued leave to Assessor.

*Potential Effect of Condition:* Compliance condition as this payment may be considered a donation of public funds.

*Recommendation:* We recommend the Assessor not be paid more than the statutory limit for annual compensation.

*Client Response:* The Assessor will not accept any payments to himself in excess of statutory limits.

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**Section III Federal Awards Findings and Questioned Costs**

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Not applicable.

**LASALLE PARISH ASSESSOR  
STATE OF LOUISIANA**

**MANAGEMENT'S CORRECTIVE ACTION  
FOR CURRENT YEAR AUDIT FINDINGS**

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**FINDINGS:**

**2012-C-1 Adequate Documentation of Expenditures**

***Finding:*** In a testing of a random sample of expenditures, the auditor found that 5 expenditures or 16% of items tested lacked adequate documentation.

***Corrective Action:*** The administration will document all expenditures as to the reason and business purpose of the expenditure.

***Contact Person:*** Tom Kendrick

***Anticipated Completion Date:*** December 31, 2013

**2012-C-2 Utilizing Credit Card Points For Personal Items**

***Finding:*** During interviews with district employees, the auditor found that the previous assessor had utilized the office's credit card points for a coffee maker and an Apple ipad 4<sup>th</sup> Gen 16gb WIFI valued at approximately \$525 and shipped to his personal address after leaving office.

***Corrective Action:*** The Assessor and employees of the office will discontinue utilizing credit card points for any reason except for office purchases.

***Contact Person:*** Tom Kendrick

***Anticipated Completion Date:*** December 31, 2013

**2012-C-3 Budget Variances**

***Finding:*** The Assessor's office had an unfavorable expenditure amended budget variance of \$142,443 or 23.3% in its general fund.

***Corrective Action:*** Discussed with the Assessor and he agreed to monitor revenues and expenditures to determine when and if the budget should be amended.

***Contact Person:*** Tom Kendrick

***Anticipated Completion Date:*** December 31, 2013

**LASALLE PARISH ASSESSOR  
STATE OF LOUISIANA**

**MANAGEMENT'S CORRECTIVE ACTION  
FOR CURRENT YEAR AUDIT FINDINGS  
(CONTINUED...)**

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**FINDINGS (CONTINUED):**

**2012-C-4 Accrued Leave Paid In Excess Of Statutory Salary**

***Finding:*** In 2012 the Assessor was paid \$2,600 for accrued vacation time at year end. The total statutory allowed annual compensation which includes the statutory base pay, certification pay, and personal expense allowance is \$123,926. Total annual compensation paid in 2012 to the Assessor was \$126,526.

***Corrective Action:*** The Assessor will not accept any payments to him in excess of statutory limits.

***Contact Person:*** Tom Kendrick

***Anticipated Completion Date:*** December 31, 2013

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### MEMBERS

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## MANAGEMENT LETTER COMMENTS

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During the course of our audit, we observed conditions and circumstances that may be improved. Below are situations that may be improved (if any) and recommendations for improvements.

### CURRENT YEAR MANAGEMENT LETTER COMMENTS

#### 2012-M-1 Audit Log of assessment changes and deletions

**Condition:** The auditor received an allegation that preferential treatment was given to certain employees of the Assessor's office concerning assessed property. The Assessor's program software keeps a log, referred to as the "audit log", of any changes or deletions to an individual's or businesses assessments. While reviewing the "audit log" of changes and deletions to individual assessments, we found that the system allowed a person with the correct password to delete changes and deletions from the "audit log".

**Criteria:** The "audit log" provides an audit trail of changes and/or deletions were made. Being allowed to alter the "audit log" defeats the purpose and the control of the "audit log".

**Cause of Condition:** The program software allows undocumented alterations to the system.

**Potential Effect of Condition:** Internal control weakness.

**Recommendation:** The program software should be changed to not allow undocumented alterations to individual assessments.

**Client Response:** The Assessor has notified its software provider and had the provision allowing changes or deletions for the "audit log" removed.

**LASALLE PARISH ASSESSOR  
JENA, LOUISIANA**

**MANAGEMENT'S SUMMARY  
OF PRIOR YEAR FINDINGS**

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Legislative Auditor  
State of Louisiana  
Baton Rouge, Louisiana 70804-9397

The management of the LaSalle Parish Assessor, Louisiana has provided the following action summaries relating to findings brought to their attention as a result of their financial review for the year ended December 31, 2011.

**PRIOR YEAR FINDINGS**

**2011-C-1 Budget Variances (Unresolved)**

***Finding:*** The Assessor's Office had an unfavorable expenditure amended budget variance of \$177,969 or 28.2% in the general fund during the year.

***Assessor's Corrective Action:*** The budget was amended when there was an unfavorable variance of more than 5%.